

**TRAINING YOU CAN'T  
AFFORD TO MISS!**

Join EEOC for the best in EEO training from the experts who enforce the law.

**Thursday**  
**September 4, 2014**

**\$175 - 1 Workshop**  
**\$350 - 2 Workshops**

**ADVANCED EEO**  
**WORKSHOPS**

LOCATION:  
EEOC HEADQUARTERS  
131 M STREET NE  
WASHINGTON, DC 20705  
1ST FLOOR TRAINING CENTER

**Thursday**  
**September 18, 2014**

**\$349/\$319\***  
\*Early Registration Discount

**Technical Assistance**  
**Seminar**

Crowne Plaza Tysons Corner  
1960 Chain Bridge Road  
McLean, VA, 22102, US  
1-866-460-7456

**ENHANCE YOUR EEO KNOWLEDGE** at the **2014 EEOC Washington D.C. Training Institute Advanced EEO Workshops and its annual Technical Assistance Seminar.** These informative training events are **sponsored by the EEOC's WASHINGTON FIELD OFFICE**

**Advanced EEO Workshops - Washington, DC**



**Technical Assistance Seminar - McLean, VA**



**For more information, contact :**

**Mocha Suell**

**Outreach & Training Coordinator**

**EEOC, Washington Field Office**

**202-419-0706**

**TTY #1-800-669-6890,**

**FAX #202-419-0739**



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

## EEOC WASHINGTON FIELD OFFICE

### ADVANCED EEO WORKSHOPS—Thursday, September 4, 2014

### TECHNICAL ASSISTANCE SEMINAR—Thursday, September 18, 2014

#### QUESTIONS ABOUT REGISTRATION?

(703)291-0880  
(866)446-0940  
TTY# 1-(800)8281120

[eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

EEOC Tax ID # 52-0812909

#### Hotel Arrangements

*Registrants are responsible for their own hotel arrangements.*

#### Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

#### TRAINING INSTITUTE POLICIES

[14WWAS01 - Advanced EEO Workshops](#) **Fee: \$175 per workshop (\$350 = two workshops)** includes workshop and refreshments at breaks.

[14TWAS01 - Technical Assistance Seminar](#) **Fee: \$349\*** includes seminar, lunch and refreshments at breaks, and an eight volume EEO Library on CD. ***PAYMENT MUST ACCOMPANY REGISTRATION***

***\*GET A DISCOUNT PRICE of \$319 for the [Technical Assistance Seminar](#)*** by 1) registering on-line with a credit card up to the day before the seminar, or 2) registering early by mail or FAX. by August 18, 2014. Check or credit card payment information **must** be received by August 18, 2014 to receive the discount price. Payments received after August 18, 2014 will be charged \$349. NOTE: All credit card charges will be listed as EEOC Training Institute on your statement.

***PAYING BY GOVERNMENT PURCHASE ORDER*** *Please note: This type of payment is not eligible for the discount price.*

**State and Local Government Registrants** **Federal Government Registrants:** In order to be confirmed submit a copy of the purchase order, purchase order number, billing name, address and instructions, and agency tax ID number. For all POs, please provide the name, phone number and email of a contact person for questions regarding purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

**[Federal Government Registrants:](#)** We only accept federal purchase orders for over \$2,500. Please contact our customer service staff at **(703)291-0880 or 1-(866)446-0940** or send an email to **[eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)** for more information.

**[REGISTRATION](#)** — Register at **[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)**. Credit card and electronic bank check registrations will receive immediate confirmation. TAX ID Number 52-0812909

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, 6841 ELM STREET, #1092, MCLEAN, VA 22101** OR **FAX** your registration with payment to **(518)615-8422**.

**[CONFIRMATION](#)** — Registrants will receive written email or fax confirmation upon receipt of completed registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. Confirmation email should be brought to the event.

#### **[CANCELLATIONS, REFUNDS, NO SHOWS](#)**

Cancellations received more than 10 business days prior to seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

# EEOC Washington Field Office ADVANCED EEO WORKSHOPS

**Thursday, September 4, 2014**  
**AGENDA**

Event No. 14WWAS01

## Morning Workshop

**7:30 a.m. Registration & Continental Breakfast**

**8:30 a.m. Welcome & Introductory Remarks**

**8:45 a.m. FAITH, FREEDOM AND RELIGION**  
(Religious Accommodation, Expression and Harassment on the Job)

Over the past 20 years, there has been a significant increase in the religious diversity of employees. Religious discrimination charges filed with the EEOC has more than doubled over the past 20 years. Learn about the best practices to use in managing the issues that arise as religious diversity in the workplace continues to increase.

### **NATIONAL ORIGIN, CITIZENSHIP, IMMIGRATION STATUS**

Employment Practices Risk - Discrimination Based on National Origin or Citizenship  
Legal updates and best practices for addressing national origin & immigration-related employment issues (e.g. I-9, e-Verify, citizenship matters, green cards, the anti-discrimination provision of the Immigration and Nationality Act (INA) and Title VII of the Civil Rights Act of 1964, as amended)

*Presenters: Jeanne Goldberg, Senior Attorney Advisor, EEOC Office of Legal Counsel  
Davis Kim, Attorney Advisor, EEOC Office of Legal Counsel  
Carol Miaskoff, Acting Associate Legal Counsel, EEOC Office of Legal Counsel  
Liza Zamd, Trial Attorney, US Department of Justice, Civil Rights Division, Office of Special Counsel (OSC) for Immigration-Related Unfair Employment Practices*

**10:45 a.m. Break**

**12:00 noon Adjourn**

## Afternoon Workshop

**12:00 p.m. Registration & Refreshments**

**1:00 p.m. "LET'S TALK ABOUT SEX" - Hot Topics**

Best Practices and Legal Updates regarding sex discrimination in the workplace, including LGBT issues, sexual harassment, stereotyping, sex-based hiring and harassment, Title VII, the Equal Pay Act and the Pregnancy Discrimination Act

*Presenters: Debra Lawrence, Regional Attorney, EEOC Philadelphia District Office  
Lindsey White, Trial Attorney, EEOC Baltimore Field Office,  
Tanya Goldman, Trial Attorney, EEOC Baltimore Field Office*

**3:00 p.m. Break**

**4:30 p.m. Adjourn**

**Credits:** HRCI Recertification credits are being requested. CLE credits will also be sought. Attending both Workshops meets the 8-hour yearly refresher training requirement for federal agency EEO investigators.

# EEOC Washington Field Office Technical Assistance Seminar

Event No. 14TWAS01

## Thursday, September 18, 2014 — AGENDA

**7:30 AM** Registration and Continental Breakfast

**8:45 AM** **Opening Remarks and Overview of EEOC's Strategic Enforcement Plan (SEP)**  
*JENNY YANG, EEOC Vice Chair*

**9:30 AM** **The ADA (ADAAA) and FMLA**

What are the differences between the Americans with Disabilities Act (ADA/ADAAA) and the Family Medical Leave Act (FMLA)? What is a 'reasonable' accommodation? What is my role and responsibility in the 'interactive process'? Learn the answers and more in this informative session.

*Maria Luisa Morocco, Supervisory Trial Attorney, EEOC Baltimore Field Office*  
*Helen Applewhaite, Department of Labor, Family and Medical Leave Act Branch Chief, Division of Enforcement Policy*

**10:30 AM** **Extra! Extra! Hear All About It! - Legal Update**

EEO law is dynamic, ever changing and developing as the courts interpret and apply the law to a rapidly changing workplace. Join us for a review of the most interesting and far reaching decisions issued by the courts in the last year and the EEOC's official response to these. Hear about the latest developments in the Supreme Court today. Get up to date on the latest lawsuits the EEOC has filed here and around the country.

*Debra Lawrence, Regional Attorney, EEOC Baltimore Field Office*

**11:45 AM** **Lunch/Keynote Address - The Civil Rights Act of 1964**  
**50th Anniversary Celebration - JACQUELINE BERRIEN, EEOC CHAIR**

**1:00 PM** **Workplace Harassment**

"An ounce of prevention is worth a pound of cure." Prevent harassment in the workplace before it occurs. Why are employers still getting hit with harassment suits and why are courts awarding large damages for harassment? Unlawful workplace harassment continues to be one of the most common areas of employment litigation, and a never-ending challenge for employers. So what should you do? Learn how to prevent harassment before it happens and promptly and effectively respond when it occurs. Protect your workplace.

*Corbett Anderson, Assistant Legal Counsel for Coordination, EEOC Office of Legal Counsel*

**2:00 PM** **Background Checks—Credit and Criminal History**  
*Tanisha Wilburn, Trial Attorney, EEOC Washington Field Office*  
*Tiffany George, Attorney, Division of Privacy & Identity Protection Federal Trade Commission*

**3:00 PM** Afternoon Break

**3:15 PM** **Panel Discussions—Best Practices**  
**Handling Complaints of Discrimination in the FEDERAL SECTOR and**  
**Charges of Discrimination in the PRIVATE AND PUBLIC SECTORS**  
Richard Schneider, Administrative Judge, EEOC Washington Field Office  
And, other federal/private sector EEO experts

**4:30 PM** Adjourn

**Credits:** HRCI Recertification credits are being requested. CLE credits will also be sought. Seminar meets the 8-hour yearly refresher training requirement for federal agency EEO investigators.



# EEOC Advanced EEO Workshops, Washington, DC

## Thursday, September 4, 2014

By registering for a training Institute event,  
you agree to all applicable Institute policies

Event No. 14TWAS01

### REGISTRATION FORM: Please use a separate form for each attendee

#### 2014 WORKSHOPS LOCATION:

EEOC Headquarters Building  
1st Floor Training Center  
131 M Street NE  
Washington, DC 20507  
(202) 419-0713

Located across from the  
Red Line Metro  
NoMa/Gallaudet,  
New York Ave. Station Stop  
(Look for the NOMA Tower on  
top of the building.  
You will need to have ID to  
clear into the building.



#### # Employees at your facility?

- ☐ Under 50   ☐ 250-499  
☐ 50-99   ☐ 500-999  
☐ 100-249   ☐ 1,000+

#### Your Organization:

- ☐ Federal Gov't  
☐ State/Local Gov't  
☐ Private

#### Your Position:

- ☐ Attorney  
☐ EEO Dir., Manager,  
Supervisor  
☐ EEO Professional  
(Investigator, Counselor,  
Specialist)  
☐ HR Director, Manager,  
Supervisor  
☐ HR Staff  
☐ Mediator, ADR  
☐ Other Manager,

- ☐ Enrollment for **A.M. Workshop ( Religion, National Origin, Immigration ) \$175**  
☐ Enrollment for **P.M. Workshop ( Sex and Gender—Hot Topics ) \$175**  
☐ Enrollment for both **A.M. and P.M. Workshops at \$350**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_ Suborg. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Telephone (       ) \_\_\_\_\_ ( if TTY, please check here ☐ )

Fax No. (       ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, to attend this program? ☐ Yes

Describe accommodation requested or special diet needed: \_\_\_\_\_

**Credit Card**   ☐ MasterCard   ☐ Visa   ☐ American Express   ☐ Discover

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Security Code (3 or 4 un-embossed digits near signature block) \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Cardholder Email \_\_\_\_\_

Cardholder Address \_\_\_\_\_

☐ **Check** Payable to EEOC Training Institute

☐ **State/Local Gov't Purchase Order** (Attached)– **P.O. #** \_\_\_\_\_

State and Local PO will be paid by ☐ Check   ☐ Credit Card (provide information above)

Billing Agency Name & Address \_\_\_\_\_

Name/Phone & Email of PO Contact \_\_\_\_\_

We only accept Federal purchase orders for over \$2,500. **Please contact us at 1-(866)446-0940**

**or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for special registration form and procedures.**

**Have you attended an EEOC-sponsored seminar, course or conference in the last 5 years?**

☐ Yes   ☐ No

#### How did you learn about this seminar?

- ☐ Brochure in mail  
☐ Colleague  
☐ EEOC event  
☐ Email  
☐ Website/Internet  
☐ Newspaper/Newsletter  
☐ Professional Organization  
☐ SHRM

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☐ Website/Internet  
☐ Newspaper/Newsletter  
☐ Professional Organization  
☐ SHRM  
☐ Other \_\_\_\_\_

**REGISTER ONLINE WITH CREDIT CARD OR ONLINE CHECK AT [www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov) ► MAIL to EEOC TRAINING INSTITUTE, 6841 ELM STREET, #1092, MCLEAN, VA 22101. ► FAX to 518.615.8422**

# EEOC Washington, DC Technical Assistance Seminar

Thursday, September 18, 2014 (Event Code 14WAS01)

Please print and use a separate form for each attendee.



## 2014 SEMINAR LOCATION:

**CROWNE PLAZA—Tysons Corner**  
1960 Chain Bridge Road  
McLean, Virginia 22102  
(703) 893-2100

**3 ways to register**

- **ON-LINE GET THE DISCOUNT PRICE \$319**  
[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)  
(payment by credit card and online check only)

## • MAIL

**EEOC TRAINING INSTITUTE  
REGISTRATION PROCESSING  
6841 ELM STREET #1092  
MCLEAN, VA 22101**

- **FAX to (518)615-8422.**

By registering for a Training Institute event, you agree to all applicable Institute policies.

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_ Suborg \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ ( ☐ if TTY, please check)

Fax No. ( ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? ☐ Yes Describe accommodation requested or special diet needed.

**AMOUNT OF PAYMENT:** \$349 Discount Price of \$319 available for online registrations up until the day before the seminar and for mailed check or mailed/faxed credit card payment registrations received by August 18, 2014. Faxed/mailed credit card registrations received after August 18, 2014 will be charged \$349.

**Credit Card** ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover  
Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Card Security Code \_\_\_\_\_

Cardholder Email address \_\_\_\_\_

Cardholder mailing address \_\_\_\_\_

☐ **Check Payable to EEOC Training Institute**

☐ **State/Local Government Purchase Order (Attached) PO #** \_\_\_\_\_

State and Local PO will be paid by ☐ Check ☐ Credit Card (provide information above)

Billing Organization Name & Address \_\_\_\_\_

Name/Phone #/Email of Billing Contact \_\_\_\_\_

Person filling out this form (if different than registrant)

Name \_\_\_\_\_

Email \_\_\_\_\_

Have you attended an EEOC sponsored seminar, course or conference in the last 5 years? ☐ Yes ☐ No

We only accept federal purchase orders for over \$2,500. Please call us at 866.446.0940 or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for special registration form and procedures.

## # Employees at Your Facility:

- ☐ Under 50  
☐ 50-99  
☐ 100-249  
☐ 250-499  
☐ 500-999  
☐ 1,000+

## Your Organization's Business Type:

- ☐ Federal Gov't  
☐ State/Local Gov't  
☐ Private

## Your Position Category:

- ☐ Attorney ☐ EEO Director, Manager, Supervisor  
☐ EEO Professional (Investigator, Counselor, Specialist)  
☐ HR Director, Manager, Supervisor ☐ HR Staff  
☐ Mediator, ADR ☐ Other Manager, Supervisor  
☐ President, CEO, Owner ☐ Union Representative  
☐ Other \_\_\_\_\_

## How did you learn about our seminar?

- ☐ Brochure in mail ☐ Email ☐ Colleague